

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number LAB-008
	Subject Photography- Accepted Procedures and Retention Requirements	
	Special Instructions Replaces LAB-008 dated January 15, 2015	Effective Date December 12, 2017

I. PURPOSE

Establish a formal procedure for photography processing and the storage, retrieval, and retention of photographic negatives and digital images, including photogrammetry, obtained during the investigation of an incident or a vehicle crash.

II. POLICY

Department employees who document by photographic means an incident or vehicle crash investigation, shall forward the film or digital images to the Laboratory Division for processing and storage. No changes shall be made to the primary digital image. Digital photographic equipment, digital image quality settings, and digital image compression methods shall meet the minimum standards set forth by the Laboratory Division's Photography Unit. Photogrammetry shall only be utilized by trained and authorized personnel.

III. PROCEDURE

A. All film negatives shall be forwarded to the Photography Unit for processing and storage with the appropriate photo identifiers completed.

B. Memory cards or CDs containing digital images shall be submitted at the district level to the Evidence Clerk in an envelope, bag or other appropriate container, sealed or secured to prevent loss, with a completed [photo identifier](#) for each scene or incident recorded on the cards, within three days of recording the images.

1. The last digital image recorded of a scene or incident shall be the photo identifier. More than one scene or incident may be recorded on a memory card provided the same order of documentation (photo images followed by photo identifier) is recorded for each scene or incident.

2. For photogrammetry the last digital image recorded in the series, prior to the photo identifier, shall be an image of the measurements utilized to complete the process written on paper with clearly identified points.

C. When digital images have been recorded, the images shall not be deleted or reformatted from the memory card until after they have been submitted for processing at a district.

D. If the photogrammetry process is utilized, a copy of the images shall be made prior to submitting the memory card for processing. The copied images shall be placed in a computer file using the assignment card number as the file name, and these image copies are only for use in completing the photogrammetry diagram. The diagrams and .IWP files shall be submitted as attachments to the crash or incident report and are classified as field notes.

E. Upon request, color index sheets shall routinely be printed at the district level. After images have been downloaded to the archive system, unofficial copies of images can be made onto a CD or DVD for investigative purposes.

F. Official copies of digital images for court or for sale shall be produced and released only through the Photography Unit and may be obtained utilizing the [Photo-Request for Service Form](#) forwarded to the Photography Unit per the requirements noted in LAB-007.

G. Photo images recorded of official department business (crash investigations, incidents, etc.) by means of personal devices (cell phones, tablets, digital or film process cameras, etc.) shall be prohibited, except for when there are extenuating circumstances or when used for public information (PIO) purposes as noted in SOP PIO-002. In those instances in which personal devices are used, the recorded images obtained from the use of these devices are the sole property of the Indiana State Police and shall be submitted in compliance with the procedures noted in this policy, or if applicable, those noted in SOP PIO-002. If the images are digital, the images shall be submitted in JPEG format.

H. The retention of photographic negatives and digital images will be dependent upon the related incident and the specified time frame for file retention.

I. This procedure is to be used in conjunction with all relevant Department regulation, rules, policies and procedures.